

# WAIRAU INTERMEDIATE SCHOOL ~

## BOARD OF TRUSTEES MINUTES

12<sup>th</sup> March 2019 ~ 6.30pm

---

### In Attendance

---

Present: Alan Curtis, Grant Murray, Michelle Webb-Atkinson, Antony Van Iersel, Rachael Findlay-Clarke & Emma Hegan

Apologies: Sophia Jalil

Guests: Judy Carter & Philippa Drake

In attendance: Shanta Basu (Board secretary)

---

### Administration

---

- Register of interests – a new updated one for March 2019 was circulated
- The previous meeting Minutes were approved as true & correct record. Moved and signed by the Chair.
- Correspondence – inwards –  
Education Plus  
Returning Officer's handbook 2019-2022

---

### Decisions

---

#### *Request for funding*

Philippa Drake – the music and drama teacher advised the board that the school needs new uniforms for the school kapa haka group. Some quotes have been obtained.

The board resolved to apply for a grant of NZ\$ 5,000.00 to the Mazda foundation to purchase kapa haka uniforms for the school. This was moved by Michelle and seconded by Rachael.

#### *Other matters*

It was also decided that the school should register for the NZSTA conference. This was moved by Alan and Rachael seconded it.

Draft annual financial statement for audit – the financial statements are to be with the auditors by 31<sup>st</sup> March. The finance committee must review and approve it. Alan moved that the board delegate the finance committee authority to submit the draft accounts to the auditors.

Alan has drafted a message from the board chair. He will email to members of the board. Grant may add a principal's message to it.

---

### Monitoring

---

Principal Grant Murray presented the principal's report to the board of trustees.

Alan & Grant met with the principals of various schools to discuss new proposed enrolment zones for north shore Intermediate schools. This would manage the projected growth in the area over the next years. A discussion zone will be sent by the Ministry to engage with the community for feedback. The board did not have any issues with this and was happy for further consultations to take place.

Michelle requested baseline data for the year 7 students. This would show a starting point at the beginning of the year for the new intake students. Then a mid-year check and an end year check would follow to help comparisons. Grant will provide the baseline data in the next 3 weeks.

Analysis of Variance for 2018 performance targets have been sent to the Ministry.

Update on parent/teacher meetings - 52 parents attended (Years 7 & 8) Michelle requested a breakdown per block to show parent engagement. This will be provided by the next board meeting.

Westlake Girls high school have offered an additional within school lead position for the Kahui Ako for a year. Grant has emailed Julie Saikkonen at Westlake Girls. He has now downloaded the application form and asked staff if they were interested.

There was a concern from Emma about the achievement levels of some of this year's intake of Year 7's which is consistently below that of Year 8's. This may be due to the intake of below average students from the primary feeder schools. These students will require support within a targeted programme. The school has started the process of identifying students with special learning needs and gifted/talented students. Grant will meet with Helen Varney (Principal of Target road primary) on Thursday to discuss this among other things.

Workplan – As part of the monitoring and reporting process, Alan wanted to get all the policy reviews onto the work plan. School Docs could help with this. This would enable the Principal to provide a report to the board on how well the school is adhering to its policies when they come up for review.

PD plan for the year – this is developing. Grant handed out a plan. Jacque Allen will start on 26<sup>th</sup> March - this is to cover 80 out of 110 hours PD that the school asked for.

Health & Safety Report – The school field is almost ready to be handed over to the school. The banks have been mulched. Grass is to be planted. Grant advised of the water run off problem in the absence of any channeling in the playground.

Property update – There were 7 architectural submissions –The school picked four out of seven for detailed pricing and they are on target to start in term 2.

---

## Discussions and review

---

School promotion (marketing/website) – on track. Rachael showed the board a glimpse of the new look website that is under construction.

Relationship of the Principal with local businesses was discussed.

Progress on BYOD – must be part of the enrolment process and BYOD information to go home with handbooks.

Rachael has made a spreadsheet out of the data from the PARENT survey and will send a pdf version out soon to the members of the Board.

---

## Meeting closure

---

The motion to adjourn was made at 8.30 pm and passed unanimously.

---

The above minutes are a true and correct.

---

Signed, Chairperson of the board:

Dated:

---

## Next Meeting

---

7<sup>th</sup> May 2019 6:30pm ~ Wairau Intermediate staff room